

☐ Foster Home Licensing☐ Adoption☐ Interstate Compact for Placement of Children (ICPC)

## INFORMATION CONCERNING BACKGROUND CHECKS FOR FOSTER HOME LICENSING / ADOPTION / ICPC

*This page to be presented by DCS to the primary applicant in the household*

I understand that the Department of Child Services (DCS) is required to conduct a background check before placing a child in a pre-adoptive placement, approving a home study, granting a foster home license, or finalizing an adoption. I am providing information about myself and any children under age 18 living in my home for the purpose of a background check. I understand that this information will be used only for this purpose and will not be disclosed to anyone except as necessary to the completion of these procedures. The checks will include the following:

- 1) Limited criminal history data maintained in the records of the Indiana State Police.
- 2) Juvenile history data maintained in the records of the Indiana State Police that has not been sealed under Indiana law.
- 3) A national fingerprint-based criminal history background check through the FBI.
- 4) A check of child protection services records maintained by DCS, any local office, or any agency in another jurisdiction where I have resided, regarding any substantiated finding of child abuse or neglect.
- 5) A check of the sex and violent offender registry for Indiana or any other state.
- 6) A check of local police and sheriff records.

I understand that I and everyone aged 14 and older living or working/volunteering in my home must be fingerprinted at an Indiana State Police post or at the following local law enforcement office(s):

I also understand that I must present valid identification and complete all required information on the fingerprint card (see sample below). Once complete, I must return all fingerprint cards to the DCS office / LCPA located at:

Furthermore, I understand that if these checks are in relation to an adoption finalization for children already placed in my home, and the check reveals disqualifying history, the local DCS office will remove the children from my home.

I understand that if any of the checks conducted by DCS reveal a record, I will receive written notice of the denial. Should I wish to challenge the report (see appeals information below), placement of the child in my home may be reconsidered after the final outcome of my appeal is made available by the Indiana State Police or FBI.

### SAMPLE FINGERPRINT CARD (top half)

<b>APPLICANT</b>	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK				FBI	LEAVE BLANK
		LAST NAME	FIRST NAME	MIDDLE NAME			
		SMITH	JOHN	JAMES			
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		OR IN920430Z DEPT CHILD SRVCS INDIANAPOLIS, IN		DATE OF BIRTH <u>DOB</u>	
						Month	Day
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP <u>CIT</u>		SEX	RACE	HGT	WGT
123 MAIN ST. ANYTOWN, INDIANA 46000				M	C	5'11"	180
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	YOUR NO. <u>OCA</u>		EYES	HAIR	PLACE OF BIRTH <u>POB</u>	
8-1-05		FBI NO. <u>FBI</u>		BRO	BRO	ANYTOWN, IN	
EMPLOYER AND ADDRESS		ARMED FORCES NO. <u>MNU</u>		LEAVE BLANK			
		SOCIAL SECURITY NO. <u>SOC</u>		CLASS _____			
		310 - 50 - 1234					
REASON FINGERPRINTED		MISCELLANEOUS NO. <u>MNU</u>		REF. _____			
ADOPTION		BLUE COUNTY					

**Criminal or Juvenile History Appeals:** The subject of a record may initiate a challenge as to the accuracy/completeness of any entry on his/her record. For Indiana entries on the report, challenges should be directed to: Indiana State Police, Records Division, Indiana Government Center North, Room N302, 100 North Senate Ave., Indianapolis, IN 46204. For federal entries on the report, challenges should be directed to: FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. **All Other Criminal/Civil History Appeals:** The local DCS office will provide contact information for the appropriate agency.